

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF MARCH 18 – 22, 2013**

**MONDAY, MARCH 18, 2013**

\*1:30 pm Solid Waste Board

Port & Solid Waste Office  
2561 S. Broadway Street

\*3:00 pm Housing Authority

Room 400, City Hall  
100 N. Jefferson Street

**TUESDAY, MARCH 19, 2013**

\*5:00 pm Veterans' Recognition Subcommittee

Room 201, Northern Building  
305 E. Walnut Street

**WEDNESDAY, MARCH 20, 2013**

\*7:00 pm Brown County Board of Supervisors

Legislative Rm 203, City Hall  
100 N. Jefferson Street

**THURSDAY, MARCH 21, 2013**

\*9:00 am Fire Investigation Task Force

Brown County Sheriff's Office  
2684 Development Drive

\*5:15 pm Library Board

Central Library  
515 Pine Street

**FRIDAY, MARCH 22, 2013**

(No Meetings)

**PORT AND SOLID WASTE DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**- PUBLIC NOTICE -**

**BROWN COUNTY SOLID WASTE BOARD**

**Monday, March 18, 2013**

**1:30 p.m.** at the Port and Solid Waste Office  
2561 S. Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – Meeting Minutes of January 21, 2013
5. Solid Waste Annual Report – *Request For Approval*
6. Waste Stream Committee White Paper - *Update*
7. BOW Recycling Facility 2<sup>nd</sup> Shift - *Update*
8. BOW Strategic Plan – *Update*
9. Credit Card Fees – *Update*
10. Director's Report
11. Such other Matters as Authorized by Law
12. Closed Session for deliberation and possible negotiations/action relating to the purchase and sale of parcel HL-356 property in the Town of Holland.

*Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.*

13. Adjourn

Dean R. Haen  
Director

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, March 18, 2013, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 400**  
**Green Bay, WI 54301**

**\*\*PLEASE NOTE CHANGE OF ROOM\*\***

**MEMBERS:** Tom Diedrick–Chair, Rich Aicher–Vice-Chair, Ann Hartman, Sup. Andy Nicholson, Corday Goddard

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the February 18, 2013, meeting of the Brown County Housing Authority

**COMMUNICATIONS:**

2. FSS reprocessing award notification from HUD dated February 19, 2013
3. PBCA NOFA status update posted February 20, 2013
4. HAIG dividend notification dated February 20, 2013
5. HUD Sequestration letters dated February 25 and March 7, 2013, regarding cuts to the 2013 budget and HCV Program

**REPORTS:**

6. Report on Housing Choice Voucher Rental Assistance Program
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
  - G. VASH Reports (active VASH, new VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
  - I. Reasons for Background Screening Denials

**OLD BUSINESS:**

7. Discussion and possible action regarding the final version of ICS HCV contract

The Brown County Housing Authority may convene in closed session pursuant to Wis. Stat. 19.85 (1)(f) for purposes of considering financial or personal histories data of specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

8. Discussion and possible action regarding BCHA conversion loan repayment
9. Discussion and possible action regarding port-outs

**NEW BUSINESS:**

10. Discussion and possible action regarding sequestration funding cuts
11. Approval of revisions to Chapter 6 (Income and Subsidy Determinations) and Chapter 11 (Reexaminations) of Administrative Plan

**INFORMATIONAL:**

None

**BILLS:****FINANCIAL REPORT:**

None

**STAFF REPORT:**

12. Introduction of new commissioner

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
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PHONE (920) 448-4015 FAX (920) 448-6221

### **VETERANS SUBCOMMITTEE**

**Bernie Erickson, Chair**

**Sherry Steenbock, Vice Chair**

Donald Bettine, Rosemary Desisles,

James Haskins, John Maino,

Troy Ness, Delores Pierce, Duane Pierce,

John Walschinski, Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1421**

### **VETERANS' RECOGNITION SUBCOMMITTEE**

**TUESDAY, MARCH 19, 2013**

**5:00 p.m.**

**Room 201, Northern Building**

**305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of February 19, 2013.
5. Brown County Fair – 2013 Veterans Appreciation Day Discussion; Guest Steve Corrigan from the Brown County Fair Board.
6. Discussion re: Commemorative Partner Program for 50<sup>th</sup> Anniversary of Vietnam War with possible action.
7. Report from CVSO Jerry Polus.
8. Report from Committee Members Present (Erickson, Bettine, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski & Witkowski).
9. Such Other Matters as Authorized by Law.
10. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4013 FAX (920) 448-6221

E-mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us).

**PATRICK W. MOYNIHAN JR., CHAIR**

**THOMAS J. LUND, VICE CHAIR**

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, March 20, 2013 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a) Must be limited to items not on the agenda.
  - b) State name and address for the record.
  - c) Comments will be limited to five minutes.
  - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of February 20, 2013**
4. **Announcements of Supervisors.**
5. **Communications: (None)**
  - a) Late Communications.
6. **Appointments:**  
**County Executive**
  - a) Appointment of Robert Nielson to the Library Board.
  - b) Appointment of Bernard Erickson to the Museum Board of Directors.
7. **Reports by:**
  - a) County Executive.
  - b) Board Chairman.
8. **Other Reports: (None)**

9. **Standing Committee Reports:**

- a) Report of Human Services Committee of February 26, 2013.
- b) Report of Administration Committee of February 28, 2013.
- c) Report of Education & Recreation Committee of March 7, 2013.
- d) Report of Executive Committee of March 11, 2013.
- e) Report of Planning, Development & Transportation Committee of February 25, 2013.
- i) Report of Land Conservation Subcommittee of February 25, 2013.
- f) Report of Public Safety Committee of March 6, 2013.

10. **Resolutions, Ordinances:**

**Administration Committee**

- a) Ordinance creating Section 3.35 of the Brown County Code entitled "Purchasing Ordinance".  
*Motion at Admin: To hold for revisions.*

**Education and Recreation Committee**

- b) Resolution to Approve Charging a Guided Tour Fee at the Neville Museum. *Motion at Ed & Rec: To approve.*

**Executive Committee**

- c) Ordinance to Amend Sections 2.13 (1)(e) of the Brown County Code Entitled, "Meetings, Agendas". *Motion at Exec: To approve.*
- d) Ordinance to Amend Section 2.13 (5)(f) of the Brown County Code Entitled, "Meetings, Agendas". *Motion at Exec: To approve.*
- e) Resolution Opposing the State Legislature's Ability to Dictate the Amount of Local Property Tax Dollars Spent on a Specific County Department. *Motion at Exec: To approve.*

**Administration Committee, Planning Development & Transportation Committee and Executive Committee**

- f) Initial Resolution Authorizing the Issuance of Not to Exceed \$6,630,000 General Obligation Bonds of Brown County, Wisconsin In One or More Series at One or More Times.  
*Motion at Admin: To approve; Motion at PD&T: To approve; Motion at Exec: To approve.*

**Planning Development & Transportation Committee and Executive Committee**

- g) Resolution re: Reclassification of Position Housekeeper I Public Works.  
*Motion at PD&T: To approve; Motion at Exec: To approve.*
- h) Resolution re: Reclassification of Position Utility Worker Airport.  
*Motion at PD&T: To approve; Motion at Exec: To approve.*

**Public Safety Committee and Executive Committee**

- i) Resolution re: Change in Table of Organization Public Safety Communications Assistant Director of Public Safety Communications. *Motion at PS: To hold for one month for further evaluation of the job description; Motion at Exec: To hold for two months.*

**Planning, Development & Transportation Committee**

- j) Resolution re: Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program. *Motion at PD&T: To approve.*

**Public Safety Committee**

- k) Resolution Requesting the Brown County Board of Supervisors Contract for an Assistant District Attorney Position and a Support Staff Position for 1 Year. *Motion at Public Safety: (i) To hire an Assistant District Attorney Position and support staff position with evaluation after one year or before the budget process amend the above motion; (ii) To amend the above motion requesting that the District Attorney's Office work with the Department of Administration and bring back a report at the April meeting of this committee which will give options including financials to either hire an Assistant DA and support staff, or contract for these positions to facilitate with the backlog in the DA's office. In addition the report should include the cost of additional equipment, all not to exceed \$150,000.*

11. **Closed Sessions:**
- a) Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Labor negotiations).
  - b) Closed Session: Pursuant to Wis. Stat. s. 19.85 (1) (d) for the purpose of considering strategy for crime detection or prevention. (Discussion regarding airport security as it relates to participation in the Transportation Security Administration Partial Reimbursement program.)
    - i) Open Session: Possible action regarding airport security as it relates to participation in the Transportation Security Administration Partial Reimbursement program.
12. **Such other matters as authorized by law.**
13. **Bills over \$5,000 for period ending February 28, 2013.**
14. **Closing Roll Call.**
15. **Adjournment to Wednesday, April 17, 2013 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into **Closed Session:** Pursuant to Wis. Stats. § 19.85(1)(c) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



**BROWN COUNTY FIRE INVESTIGATION TASK FORCE  
BOARD OF DIRECTORS**

**AGENDA**

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, March 21, 2013, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Meeting of December 27, 2012.
- ITEM #3. Report of Monthly Activities of the Fire Investigation Unit.
- ITEM #4. Report of the General Membership President.
- ITEM #5. Old Business.
  - A. Disposition of Case Proceedings.
  - B. Discussion on New Vehicle.
- ITEM #6. New Business.
- ITEM #7. Report of Juvenile Firesetter Program Coordinator.
- ITEM #8. Other Matters.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Adjourn.

Robert Kiser, Chairperson of the Board  
Brown County Fire Investigation Task Force

# LIBRARY

515 PINE STREET  
GREEN BAY, WISCONSIN 54301-5194

**LYNN M. STAINBROOK**  
DIRECTOR

PHONE (920) 448-4400  
FAX (920) 448-4364

E-MAIL [Stainbrook\\_LM@co.brown.wi.us](mailto:Stainbrook_LM@co.brown.wi.us)  
WEBSITE [www.browncountylibrary.org](http://www.browncountylibrary.org)

## **BROWN COUNTY LIBRARY BOARD**

**Brown County Central Library**  
**515 Pine Street, downtown Green Bay**  
**Thursday, March 21, 2013**  
**5:15 p.m.**  
**AGENDA**

1. Call to Order
2. Consent items (5 minutes)
  - a. Approve/modify agenda
  - b. Approval of minutes
3. Communications and Open forum for the public (5 minutes)
4. Invited Guests (25 minutes)
  - a. Brown County Executive Troy Streckenbach - Cultural Campus
  - b. Public Works – Doug Marsh
5. Strategic Planning Discussion (30 minutes)
6. Library business items (30 minutes)
  - a. Information Services Report
  - b. Financial Manager's report, bills and donations
  - c. Approve expenditure of carryover funds for PCI Compliance Bibliotecha \$10,852
  - d. Approve plans for expending additional carryover funds
  - e. Approve Budget Adjustment Notice – Transfer funds equal to the amount of a bequest designated for audio and large print materials, from Books, Periodicals, Subscriptions to Equipment – Non-Outlay for the purpose of the library's radio frequency identification system
  - f. Transfer funds donated for Space Needs Analysis from Nicolet checking account to BCL Foundation (\$8,907)
  - g. Personnel policies
    1. Approve updated 2013 Classification and Compensation schedule
    2. Approve Table of Organization Change for Children's Librarian at Ashwaubenon and Pulaski
  - h. Facilities report
  - i. Approve late opening on Friday, September 27, 2013 for purpose of All-Staff Meeting
  - j. Meeting locations for 2013
  - k. Adopt Record Retention Schedule for WI Public Libraries and Public Library Systems

7. Nicolet Federated Library System (5 minutes)
  - a. Monthly update
  - b. Statewide consolidation of systems
8. Old Business (5 minutes)
  - a. Reimbursement by Adjacent Counties
9. President's report (5 minutes)
10. Director's report – questions/clarifications (5 minutes)
11. Such other matters as are authorized by law (5 minutes)
12. Meeting summary; to do's; items for future meetings (5 minutes)
13. Adjournment

**Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.**



**Kathy Fletcher  
President**





## MARCH 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7 Ed & Rec 5:30pm <i>Public Safety</i> 5:30pm (Note date)	8	9
10	11 Exec Cmte 5:30 pm	12	13	14	15	16
17  St. Patrick's Day	18	19 Veterans Recognition Subcmte 5:00 pm	20 <b>Board of Supervisors</b> 7:00 pm	21	22	23
24	25 Land Con 6:00 pm PD&T 6:15 pm	26 Criminal Justice Coordinating Board 3:30pm	27 Human Services 6:00 pm	28 Administration Cmte 5:00 pm	29	30
31 						



## APRIL 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 5:30 pm	4 Ed & Rec 5:30 pm	5	6
7	8 Executive Cmte 5:30 pm	9	10	11	12	13
14	15	16 Vets Recognition Subcommittee 5:00 pm	17 <b>Board of Supervisors</b> 7:00 pm	18	19	20
21	22 Land Con 6:00 pm PD&T 6:15 pm	23	24 Human Services 6:00 pm	25 Administration Cmte 5:00 pm	26	27
28	29	30 Criminal Justice Coordinating Board 3:30pm				

## **BROWN COUNTY COMMITTEE MINUTES**

- Aging and Disability Resource Center Board (February 18, 2013)
- Fire Investigation Task Force (December 27, 2013)
- Harbor Commission (February 11, 2013)
- Housing Authority (February 18, 2013)
- Planning Commission Board of Directors (November 7, 2012 and March 6, 2013 - Draft)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN  
COUNTY BOARD MEETING**

**February 28, 2013**

**PRESENT:** Beth Relich, Steve Daniels, Pat Hickey, Lisa Van Donsel, Marvin Rucker,  
Larry Epstein, Barbara Robinson, Bill Clancy

**EXCUSED:** Tom Diedrick, Melanie Maczka, Keith Pamperin, Donajane Brasch, Joan Swigert

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers,  
Laurie Ropson, Sandy Groeschel, Ron Kamke, Tina Whetung, Steve Hansen,  
Aaron Schuette

8:30 a.m.: At this time there was not a quorum and it was decided to proceed with agenda item #9 that did not require board action.

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** Introductions were made by ADRC board members, ADRC Staff, Tina Whetung & Steve Hansen with Red Cross, and Aaron Schuette with the Brown County Planning Commission.

**COMMENTS FROM THE PUBLIC:** None

**TRUE NORTH AND REVIEW OF AGENCY GOALS AND OBJECTIVES/COMMITTEES:**

Ms. Christianson presented the True North concept and how it relates to agency structure. She reported that this handout could be shared during presentations as it helps the audience understand the complex programs and services the ADRC provides and it helps the staff and board see how our teams/committees relate to our agency goals, our programs, and our mission. The True North document and goals and objectives were presented to staff as they engaged in a planning morning this past week. The staff is encouraged to participate in planning, budget recommendations and annual goals.

8:46 a.m.: A quorum had now been met. The regular meeting was called to order by Secretary Hickey.

**ADOPTION OF THE AGENDA WITH CHANGE:** Ms. Christianson requested moving agenda item #7 to #15 and #15 to #7 to cover the agenda items needing board action at the beginning of the meeting should any board member need to leave early. Mr. Daniels/Ms. Relich moved to adopt the agenda with the above noted changes. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 31, 2013:**

Mr. Daniels/Ms. Robinson moved to approve the minutes of the regular meeting of January 31, 2013. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None.

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT – JANUARY 31, 2013:** Ms. Bowers reviewed the January, 2013 Finance Report.

Sup. Clancy/Ms. Robinson moved to approve the January, 2013 Finance Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no Restricted Donations in January, 2013.

**C. PRELIMINARY NET ASSET REPORT YEAR END:** Ms. Bowers reviewed the Preliminary Designated/Undesignated Net Asset Report and proposed increasing the Undesignated Net Asset Target to 20 to 25% of the prior year's operating expenses. Ms. Bowers reviewed the previous historical target of 10-15% and the ADRC's current need to have working capital to cover expenses. The state and federal revenue sources are not received on a monthly basis so the ADRC is required to meet expenses prior to them being received. Ms. Bowers also reviewed the one time increases to the ADRC Net Assets at the end of 2012 that are not anticipated to be repeated in 2013. It was estimated that a range of assets allowing the ADRC to cover expenses for 4-6 months would help the agency stay financially sound and viable.

Mr. Rucker/Sup. Clancy moved to approve increasing the Undesignated Net Asset Target to 20 to 25%. **MOTION CARRIED.**

**ELECTION OF OFFICERS: NOMINATIONS COMMITTEE REPORT:** Ms. Christianson reported that the Nomination Committee met on February 18, 2013 to review the current committee structure of the ADRC Board and to prepare a slate of officers to be presented to the full board. The Nominations Committee recommended combining the responsibilities of the current committee structure into the HR & Nominating Committee and the Executive & Finance Committee. This would reduce the number of committees to a manageable number for the busy board members. Ad-Hoc Committees would be assembled as needed. For the restructure to occur, the Bylaws would need to be amended. The Chairperson and current Nominating Committee member, Tom Diedrick, will review changes and bring proposed amendments to the Bylaws before the full board in March.

Ms. Relich/Ms. Robinson moved to restructure the committees into the HR & Nominating Committee and the Executive & Finance Committee with Ad-Hoc Committees, appointed by the ADRC Board Chair as needed. **MOTION CARRIED.**

Ms. Christianson presented to the full board Mr. Diedrick for Chairperson, Mr. Pamperin for Vice-Chairperson, Ms. Hickey for Secretary, and Ms. Brasch for Treasurer as the recommended slate of officers created by the Nominating Committee.

Mr. Rucker/Ms. Relich moved to accept the slate of officers recommended by the Nominating Committee. **MOTION CARRIED.**

Mr. Rucker conducted the election of officers:

- A. Mr. Rucker opened the meeting for nominees for Chairperson. He presented Mr. Diedrick as the nominee for the Chairperson and asked 3 times if there were any other nominations from the floor. There were no other nominations. Ms. Robinson/Mr. Daniels closed the nominations. Ms. Relich/Ms. Robinson moved to elect Mr. Diedrick as Chairperson. **MOTION CARRIED.**
- B. Mr. Rucker opened the meeting for nominees for Vice-Chairperson. He presented Mr. Pamperin as the nominee for Vice-Chairperson and asked 3 times if there were any other nominations from the floor. There were no other nominations. Mr. Rucker/Ms. Robinson closed the nominations. Ms. Hickey/Ms. Robinson moved to elect Mr. Pamperin as Vice-Chairperson. **MOTION CARRIED.**
- C. Mr. Rucker opened the meeting for nominees for Secretary. He presented Ms. Hickey as the nominee for Secretary and asked 3 times if there were any other nominations from the floor. There were no other nominations. Mr. Rucker/Sup. Clancy closed the nominations. Ms. Robinson/Mr. Rucker moved to elect Ms. Hickey as Secretary. **MOTION CARRIED.**
- D. Mr. Rucker opened the meeting for nominees for Treasurer. He presented Ms. Brasch as the nominee for Treasurer and asked 3 times if there were any other nominations from the floor. There were no other nominations. Ms. Relich/Ms. Robinson moved to close the nominations. Sup. Clancy/Ms. Robinson moved to elect Ms. Brasch as Treasurer. **MOTION CARRIED.**

Ms. Christianson noted that Ms. Robinson has volunteered to serve on the Executive & Finance Committee as the board member at large and Ms. Relich, Ms. Swigert, Mr Pamperin and Ms. Van Donsel have volunteered to serve on the HR & Nominating Committee.

Ms. Relich/Mr. Epstein moved to approve Ms. Robinson for the Executive & Finance Committee.  
**MOTION CARRIED.**

Mr. Epstein/Sup. Clancy moved to approve Ms. Relich, Ms. Swigert, and Ms. Van Donsel for the HR & Nominating Committee. **MOTION CARRIED.**

**CONTINGENCY PLANNING:** Ms. Christianson referred board members to the Contingency Planning handout for agenda item #10 included in the board packet. She explained the purpose of the Contingency Plan is to assure that critical services to older adults and adults with disabilities during a sudden loss of unit leadership continue without interruption. Ms Christianson reported that the Contingency Plan supplements the additional plans required of the ADRC: Succession Plan, Emergency Preparedness Plan, and Crisis Management Plans.

Mr. Daniels asked if the ADRC has a sign posted on its doors stating that we do not allow guns or weapons on our property. Ms. Christianson responded by stating that we do not and the decision on this was made before her tenure as ADRC Director. To the best of her recall we do not have signs posted because after consulting with Corp Counsel we were advised not to and we would follow County policy. Ms. Christianson will follow-up on this issue with Corp. Council once again for clarity.

**LETTER OF SUPPORT: TOWN OF HOLLAND MEAL SITE REQUEST:** Mr. Aaron Scheutte, from the Brown County Planning Commission, provided a handout to support his preparing a Community Development Block Grant grant to secure funds to assist with building a Community Center for the Town of Holland which would also serve the towns of Morrison, Rockland and Wrightown. The Town of Holland has identified the need for nutrition and socialization programs for their growing senior population; and, Mr. Clancy noted that they have several families with needs that they have been challenged to meet. They have many community volunteers who have stepped forward to support this initiative and the ADRC is being approached to envision creative ways in which we could meet the needs of these rural low income older adults, adults with disabilities and their caregivers. Ms. Robinson asked if these surrounding towns would also be providing written support for the grant. Although they had not yet been asked, Mr. Scheutte felt this was an excellent suggestion and he would pursue it. Ms. Christianson noted that identified in our 3-Year Aging Plan is the expansion/outreach of services to the rural areas, sees this as an opportunity, and therefore, recommends supporting their effort.

Ms. Relich/Ms. Robinson moved to approve a letter of support. **MOTION CARRIED.**

**WELLNESS STUDIO PROJECT:** Ms. Christianson provided an estimate for the creation of the Wellness Studio and requested approval of funds not to exceed \$35,000. Ms. Christianson described the process that will follow ADRC board approval. The ADRC will work with Brown County purchasing department and follow the required process for bids. The studio will be used for prevention programming serving seniors and adults with disabilities. Ms. Christianson described room 135b (the room slated for renovation), our increasing responsibility and desire to reach individuals earlier and the Wellness Studio as an opportunity to bring new consumers to our building. This project has been identified in the agencies 3-Year Aging Plan.

Sup. Clancy/Ms. Robinson approved the Wellness Studio with a budget not to exceed \$35,000.  
**MOTION CARRIED.**

**SELF-ASSESSMENT GWAAR REPORT:** Ms. Christianson referred board members to the 2012 Aging Unit Self-Assessment included in the board packet. She explained that each year the ADRC is required to review and report on our performance on the goals set within our 3-Year Aging Plan, obtain board approval, and return the assessment to GWAAR (Greater Wisconsin Agency on Aging Resources, Inc.). No additions were recommended.



Ms. Robinson/Mr. Epstein moved to approve the 2012 Aging Unit Self-Assessment for GWAAR.  
**MOTION CARRIED.**

**FAMILY CARE UPDATES:** Ms. Christianson explained that the expansion of Family Care was not included in the Governor's Budget. Mr. Rolf Hansen will be holding a Board Meeting on March 6<sup>th</sup> at the Advanced Business Center with a Round Table discussion to follow beginning at 10:15 a.m. and has invited ADRC Board Members to attend. The purpose is to strategize around the concern that Family Care has not come to Brown County and the necessity to continue to advocate. Ms. Christianson asked any interested board members to let her know if they are available to attend.

**DIRECTOR'S REPORT:**

- A. **211/CRISIS CENTER/ADRC YEAR END REPORT:** Ms. Christianson presented the Collaborative Community Report for Year End 2012 and gave a brief overview of the areas of unmet needs that exist in the Brown County Community.
- B. **SCHOOL VOUCHER HANDOUT:** The School Voucher Handout was provided for informational purposes by Ms. Swigert.

**RED CROSS OVERVIEW AND UPDATE:** Mr. Steve Hansen, Director, depicted changes in the National Red Cross structure as well as changes within the Lakeland Chapter. Ms. Tina Whetung, Transportation Director, reported on their increase in ridership from 2011 and 2012, the 2 new vans they will receive next year (1 for N.E.W. Curative and 1 for Red Cross), and Ms. Whetung's continuing education through UWM to become a certified trainer for their volunteer drivers.

**LEGISLATIVE UPDATES:** None

**ANNOUNCEMENTS:**

- Ms. Groeschel updated board members on issues with quality, timeliness, and consistency as a result of staff turnover at Aramark. She assured the board that these issues are continuing to be monitored to avoid consumer impact.
- Save the Date: The 2013 ADRC Conference will be held in Green Bay on May 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>, at the KI Convention Center. An ADRC Governing Board and Director Seminar will take place on May 13<sup>th</sup> from 1:00-4:00 p.m. and Ms. Christianson invited board members to attend.

**NEXT MEETING – March 28, 2013:** The next meeting will be held on Thursday, March 28, 2013 at the ADRC.

**ADJOURN:** Ms. Relich/Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

## PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

### BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on December 27, 2012, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin St., Green Bay, WI. (The meeting was rescheduled from December 20, 2012, due to a snowstorm.)

Present: Larry Wilson, Kevin Tielens, Cullen Peltier, Ed Janke, Robert Kiser, Todd Thomas, Eric Dunning, Thomas Vandenack, Larry Mours, Todd Delain, Mike Nieft, Brad Muller

Excused: Rick Davidson, John Gossage

Absent: David Lasee, Derek Beiderwieden, Neil Cameron, Nick Craig, Kevin Heimerl

Item #1. Adoption of Agenda.

Motion was made by Tielens and seconded by Vandenack to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of October 2, 2012.

Motion was made by Nieft and seconded by Dunning to approve the minutes from the last meeting. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Muller reported that the fire investigation unit was called out to the following fires since the last meeting:

10-14-12 1758 Edison St., Green Bay (apartment/fatal/undetermined)  
10-20-12 416 N. Chestnut Ave., Green Bay (undetermined)  
12-17-12 4931 Humboldt Rd., Humboldt (vehicle/under investigation)

Item #4. Report of General Membership President.

Muller reported that three members attended the fall IAAI conferece. At the last General Membership meeting, plaques were given to retirees Glenn Deviley and Dave Seidl for their service on the Task Force.

Muller stated that Brad Neville sent a letter to all agencies requesting money for a new truck and received responses from the Greenleaf and Pulaski fire departments. Pulaski wants to hold a 9-pin tournament with the proceeds going toward the new truck. Muller suggested to them that they make a pledge. Wilson suggested getting someone involved from the community who deals with fundraising. It was noted that we need to address long-term issues and expenses associated with a truck and that we need to get the Public Safety Committee on board.

Item #5. Old Business.

A. Dispositions of Case Proceedings.

Muller reported that Chaka Gilson and Devon Johnson were sentenced in connection with arsons to two multi-family residences and a vehicle last April in Green Bay.

B. Review and Approve Bylaws and Operating Guidelines.

Kiser commended everyone for their time and effort in getting the Bylaws and Operating Guidelines updated.

Motion was made by Janke and seconded by Muller to approve the revised Bylaws. **Motion carried.**

Delain suggested that the last two sentences in Article IV—Investigations/Procedures, Section E, #10, of the Operating Guidelines be revised to read that upon completion of the report, a complete final copy shall be forwarded to the police or fire department with jurisdiction within a reasonable amount of time. Motion was made by Janke and seconded by Vandenack to amend this as stated. **Motion carried.**

Delain also suggested that Section B be added to Article VII—Compensation of the Operating Guidelines to read that all compensation requests must be submitted to the Sheriff's Office within thirty (30) days of the time accrued. Motion was made by Vandenack and seconded by Muller to amend this as stated. **Motion carried.**

Item #6. New Business.

Discussion on a new vehicle to be put on the agenda for the next Board meeting.

Item #7. Report of Juvenile Firesetter Program Coordinator.

Nick Craig was not present.

Item #8. Other Matters.

No other matters were discussed.

FITF Board of Directors  
December 27, 2012  
Page 3 of 3

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for March 21, 2013, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Item #10. Adjourn.

Motion was made by Vandenack and seconded by Delain to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent  
Recording Secretary

**PORT AND SOLID WASTE DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN HAEN  
DIRECTOR

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**PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION**

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A meeting was held on **Monday, February 11, 2013**  
Clarion Hotel, 200 Main St., Green Bay, WI

1) The meeting was officially called to order by President McKloskey at 11:32 am.

2) Roll Call:

Present: President Neil McKloskey  
Commissioner Bernie Erickson  
Commissioner Bryan Hyska  
Commissioner Hank Wallace  
Commissioner John Hanitz  
Commissioner Tom Klimek

Excused: Vice-President Craig Dickman

Not Excused: Commissioner Greg Flisram  
Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&SW  
Mark Walter, Brown County P&SW  
Eric Genrich, State Representative  
John Mory, Cellcom Green Bay Marathon  
Sean Ryan, Cellcom Green Bay Marathon

3) Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by John Hanitz and seconded by Bryan Hyska. Unanimously approved.**

4) Approval/Modification – January 14, 2013 Meeting Minutes

**A motion to approve the minutes of January 14, 2013 was made by Bryan Hyska and seconded by Tom Klimek. Unanimously approved.**

5) 2012 Annual Report – Request for Approval

Dean Haen, Director of Port & Solid Waste, went over the 2012 Annual Report which included a message, an overview, port and environment summary, economic impact, 2012 accomplishments, goals, and financial highlights. After approval, the annual report will go to the Planning, Development and Transportation Committee. Two changes were suggested on page 7 of the Annual Report. The Port Area Budget Status Report that says “YTD Actual” changed to “Year End Actual”. Another change on the foot note was made to the year, 2012 to 2013 (Corrected to: Revenues and Expenses are current as of 1/31/13 and are unaudited).

**A motion to approve the 2012 Annual Report with modifications was made by Hank Wallace and seconded by Bryan Hyska.** Unanimously approved.

6) Green Bay Marathon Security Deposit for Demurrage Charges – Request for Approval

John Mory and Sean Ryan spoke about the upcoming Cellcom Green Bay Marathon. This race is a Boston Marathon qualifying event so the runners come to the event to try and get a good time due to our land being one of the flattest routes. Their proposal is to get a commitment to have a bridge closure of Walnut Street from 8:30 to 13:30 to prevent interference on the course. There is a \$1,500 security deposit in case of demurrage charges by any terminal operator. The marathon will present a check in the amount of \$7,500 in case of a ship would come into Port to offer them for a period of time to get the runners across the bridge.

**A motion to approve the Green Bay Marathon Security Deposit for Demurrage Charges was made by Bernie Erickson and seconded by Hank Wallace.** Unanimously approved.

7) WDOT Harbor Assistance Program Statement of Intentions – Request for Approval

Staff has put together a resolution for approval to approve three-year Statement Of Intentions (SOI) for the Wisconsin Department of Transportation’s (WDOT) Harbor Assistance Program. This would need to be approved by County Board. The two statements of intentions for 2013 revolve around the Bylsby property. For 2014, there are six statement of intentions; Dock Renovation and Dredging for Noble Petro, a smaller Leicht Transfer & Storage State Street Dock Wall, a larger Leicht Transfer & Storage State Street Dock Wall, Western Lime Corporation’s North Dock Wall, Dredge North Dock for KK Integrated Logistics, Inc., and McDonald Warehouse Development. For 2015, there are four statement of intentions; Green Bay Harbor Navigational Channel Deepening Project, Port of Green Bay Slip and Dock Wall Deepening Project, West Shore Public Port Terminal, and East Shore Public Port Terminal. The SOIs are a planning tool for WDOT and doesn’t not reflect a commitment from Brown County in anyway.

**A motion to approve the WDOT Harbor Assistance Program Statement of Intentions was made by Tom Klimek and seconded by Neil McKloskey.** Unanimously approved.

8) Cat Island Chain Restoration Project– Update

The County to date has spent \$1.4 million on rock which is about 1/3 of the total budget. The project is still ahead of schedule. In order to help meet its cost share, the department will put markers up and may pay for the repair of the Lineville Road sections that has been beat up.

9) Renard Island Closure- Update

The US Army Corp of Engineers responded by letter that the leftover funds from the Cat Island Chain Restoration could be used on the Renard Island Closure project. Two Corps representatives flew in from Detroit to meet with staff and started planning activities that need to be done. The first challenge is to see how much money the Corp has available. Another part of their cost estimate is the removal of the access road. Both Companies will be working with staff to communicate to the Corps their closure responsibilities.

10) Director's Report

The Port Symposium is March 28<sup>th</sup> which will be held at the Clarion Hotel from 10am to 1pm. Guest speakers are Troy Streckenbach, Neil McKloskey, Congressman Reid Ribble, Raymond Johnston, and Amy Moore.

There was a press release on the recently completed Great Lakes modal shift study. The Port contributes \$10,000 to the Chamber of Maritime Commerce annually and these funds were used to complete the study. That money went towards funding an economic impact study in 2011 and this past year a modal shift comparing the "green" aspects of waterborne shipping to rail and truck.

The department has launched its annual First Ship Contest with a prize package of a hotel stay at the Clarion, a Foxy Lady cruise, and dinner for two at Titledown Brewery. The first ship contest is where one guesses the date and time of the first incoming ship of the year.

The State of Wisconsin has three delegates that sit on the Great Lakes Commission. The Great Lakes Commission is a policy board where representatives drive the policy. Dean Haen has reached out to the Governor seeking appointment for the open position.

11) Audit of Bills – Request for Approval

**A motion to approve Audit of Bills was made by Hank Wallace and seconded by Neil McKloskey.** Unanimously approved.

12) Such Other Matters as Authorized by Law

None

13) Adjourn

**A motion to adjourn was made by Tom Klimek and seconded by John Hanitz.** Unanimously approved. Meeting adjourned at 12:27 pm.

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, February 18, 2013, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Tom Diedrick–Chair (via teleconference), Rich Aicher–Vice-Chair, Ann Hartman, Sup. Andy Nicholson

**OTHERS PRESENT:** Robyn Hallet, Rob Strong, John Heugel, Ben Fauske, Randy Gast, Pat Leifker, Dawn DeWitt, Matt Roberts, DonElla Payne, Amanda Woldt, Keith Pamperin, Kelly Franz, Gerald Condon, Dan Process, Scott Schoeneman, Ald. Dave Boyce

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the January 21, 2013, meeting of the Brown County Housing Authority

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the minutes from the January 21, 2013, Brown County Housing Authority meeting, with the correction that A. Hartman was not at the January 7, 2013, meeting. Motion carried.

**COMMUNICATIONS:**

R. Aicher proposed to take some agenda items out of order, beginning with Item #4 followed by Item #10, and then Item #6.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to take the agenda items out of order. Motion carried.

R. Aicher asked guests to introduce themselves, and then thanked them all for attending the meeting.

**NEW BUSINESS:**

4. Approval of Resolution No. 13-01 Authorizing the Execution and Delivery of an Escrow Agreement Relating to the Defeasance and Refunding of Outstanding Student Housing Revenue Bonds

K. Pamperin, representing the Board of University Village Housing, Inc., stated that many years ago the Housing Authority, in a series of opportunities, issued double tax exempt housing mortgage revenue bonds for the funding of student housing on campus at the University of Wisconsin – Green Bay. At this point, they are requesting that those bonds be re-funded. He further explained that what would actually happen is the bonds would be transferred to the Green Bay Housing Authority and consolidated through the re-funding process.

K. Franz, Finance Director at the University, then added detail. He stated in 2001 three buildings were built. Due to the size of the financing – \$13.675 million – the University came to the Brown County Housing Authority who financed \$7 million, and the Green Bay Housing Authority financed \$6.65 million. Those were financed for 20 years with a long-term rate of 5.125%. As many know, the interest rates have dropped markedly, and they had a chance to refinance so the interest rates will drop to about 1.5%. He then clarified that they are not



extending the bond; they would just be refinancing them together. Between the Brown County Housing Authority and the Green Bay Housing Authority, they refinanced \$5.135 million to take advantage of the lower interest rate.

R. Hallet clarified for the stake of the Commissioners that this transaction would remove the Brown County Housing Authority going forward, and the Green Bay Housing Authority would be the issuer on all of the bonds.

K. Franz added that it was cheaper for underwriting purposes to consolidate.

Sup. A. Nicholson asked whether or not there would be an expense to the City with this. K. Pamperin answered that there would be no expense; the University Village Housing Inc. pays a fee to the Housing Authority on the bond, 0.1% annually for the life of the bond. If this is approved, roughly \$7,000 would be paid to the Housing Authority annually. He then clarified the \$13 million bond was done between the Housing Authorities because of laws dictating capacity issues. This is no longer an issue and could be done through one Housing Authority, which would in turn save underwriting fees.

R. Hallet stated that it would result in a little less revenue, some \$6,000 a year in fees paid to the Brown County Housing Authority, but the Green Bay Housing Authority would see an increase in fees. R. Aicher added that this is really the only downside to this.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve proceeding with the refinancing. Motion carried.

#### **INFORMATIONAL:**

##### **10. Information regarding a BCHA Conversion Loan repayment**

R. Hallet gave an introduction to this item, stating that the BCHA provides down payment and closing cost assistance, or conversion assistance to help homebuyers who are purchasing a home that was originally a single-family home, was at one time converted to a multi-family unit, and the homebuyer intends to convert it back to a single-family unit. The situation at hand is that there is a homeowner who had received this loan in the past, but has since moved to a new location because of a job opportunity and has been trying to sell the property. R. Hallet stated that as she understands, the family is currently paying rent in their new city and cannot afford to continue to pay the mortgage on the home purchased with conversion assistance. It has gone to the point where the home will need to go into a short sale, impacting the first mortgage holder and the BCHA as the second mortgage holder.

S. Schoeneman of NeighborWorks Green Bay then spoke to this issue. He added that the homeowner's intention was to sell the property before it got to a foreclosure situation. The property was appraised at \$67,000; they received an offer for more than that, but still significantly less than what the original loan was for. The first mortgage company will take a loss of approximately \$32,000. Based on verbal conversations, the offer to the BCHA is that they would pay off half of the remaining loan balance of \$5,000 up front, and the other half from regularly-scheduled payments. The "regularly-scheduled payments" portion has not yet been negotiated. The closing date will be March 20, 2013.

R. Hallet then asked S. Schoeneman if they had approached the homeowners with a repayment proposal yet. S. Schoeneman responded that unfortunately the communication between the organization and the homeowners has been disjointed, and much of the communication has gone through the realtor. At this point, they have verbally accepted this. She then asked if they have talked specific dollar amounts to which he replied that the loan is \$5,000; \$2,500 would be paid back upfront, and the remaining \$2,500 would be paid back in regularly-scheduled payments, which have not yet been determined.

R. Aicher then summarized the situation, stating that this is a short sale situation. The remaining loan balance from the BCHA is \$5,000; the homeowners are willing to pay the BCHA \$2,500 at closing and pay the remaining balance over scheduled payments which have not yet been set.

R. Hallet made note that this item was listed under "informational" because there was a strict timeframe in which if there was not at least a verbal agreement, the situation would reach a dead end, and at that point a foreclosure would most likely ensue. R. Hallet stated that she discussed this with R. Aicher and they determined that it would be a good option to approach the homeowner with the option of repayment of the remaining balance of the loan. This item is not up for approval, but to inform and make the Authority aware of the situation.

R. Aicher added that when R. Hallet called him looking for guidance, the thought was that they sold the house for less than what the loan balance was, so they would probably end up writing up a loss. He suggested that often what happens is rather than defaulting, a financial ability assessment needs to be made. He added that just because a home is under water does not necessarily mean that the debt cannot be repaid. He added that his opinion is if the BCHA can get half of the loan balance at the closing, and the rest in terms of a reasonable monthly payment, it sounds like a good plan. R. Hallet added that she does not know the family's financial situation, but since they moved because of a better job opportunity, this indicates that they do have some income. Though there are medical issues, they should be able to come up with a plan that within five or seven years or some other reasonable timeframe, this could be repaid. R. Aicher inquired if staff would take care of determining the reasonableness of the repayment, to which R. Hallet responded that they could. R. Strong added that they could come back with the paperwork for the March 18, 2013, meeting to take action on this so they could follow through with the closing date of March 20, 2013.

The Commissioners are in agreement on this arrangement.

#### **NEW BUSINESS:**

6. Discussion and possible action regarding an RFP for BCHA's Housing Choice Voucher Program or an additional extension to the HCV Contract with ICS

R. Aicher stated that the negotiations between Randy Gast and John Heugel have been ongoing since the last meeting. He asked R. Hallet to lead the discussion as to what the current situation is.

R. Hallet reported that after the last BCHA meeting she gave J. Heugel an update and asked that he contact R. Gast (ICS' attorney) to work on a draft of an extension, and that has been in the works since. A draft was put together recently, which staff reviewed. There were some significant concerns on several areas which they had just communicated to ICS today. The top page of the handout outlines the items that the BCHA would like to amend from the draft.

J. Heugel stated that he spoke with R. Strong and R. Hallet that morning. The document was in a PDF, so some of the edits could not be made. R. Gast and his team created a Word document, and they are literally in the process of finalizing the edits. He added that he sent that version to R. Strong 30 minutes before the meeting, understanding that they would not have had time to look it over. He then went on to describe some of the edits. #1, which changes the extension date from 2016 to 2015, has been made in the agreement, as well as several other items. He added that from his perspective the next step is to review and amend the proposal based on the discussions.

R. Gast added that there has been good faith and dialogue on both sides. As a result of all of the issues surfacing over the summer, both sides got to see what each other's concerns are. He added that he crafted two exhibits. One is a list of aspirational goals and expectations that both sides could work together toward to make the program better, more efficient, and would enhance customer services. This addresses the main concerns that the BCHA had regarding better customer service and better fraud recovery/prevention and to give the BCHA more control in terms of oversight. The other exhibit contains additional obligations. The centerpiece to any extension is the 2009 contract, and that goes forward in full force and effect with the additional expectations and obligations. He added that the obligations were primarily in the context of financial accountability. As he mentioned before, through discussions ICS got a better feel for issues which the BCHA was concerned about, and through staff discussions, the BCHA has a better understanding of some of ICS' concerns.

Two of the primary areas were in terms of staffing and compensation. He believes that they have come up with a very good model. Essentially a floor has been created in which ICS cannot go below because of organization and structure; they believe they have a lean organization in place. Their concern has been that if they give too much control to the BCHA and they go below that floor, ICS will have a problem meeting their requirements. This whole process has also allowed ICS to understand the BCHA's concern that there needs to be a ceiling. If ICS wants to add positions or different levels of staffing to its base, they would have to approach the BCHA to get approval. He added that the same would be for compensation making a floor and ceiling; they will come up with a range of reasonable compensation for each level of staffing. He understands each side's concern with having a floor and ceiling and has come up with creative ways to deal with the mutual concerns.

He explained that the 2013 agreement is already in place, and that they are working on a longer-term agreement through the end of 2015. He added that they lobbied for a longer term to be able to reassure the ICS staff, but they are comfortable with an extension to 2015. He reiterated that all of the 2009 contract components still apply. One of the aspirational goals is to have more frequent contact between the ICS Board and the Authority and more staff interactions. One of the long-term obligations is that BCHA staff and the Authority will become intimately involved with the budget and will be able to approve the budget. This enforces an environment of greater cooperation since they all have the same

goal in mind – to run the most cost-effective program possible and to best serve the clients. Through give-and-take, they are creating a document that will satisfy all concerns and does not feel that the suggested recommendations will be an issue. The compensation range still has to be finalized. He concluded that a lot of progress has been made, ICS staff is excited, and he is happy to answer any questions.

R. Aicher asked if J. Heugel had anything else to add. He stated that the first step was for ICS to make an initial attempt at putting together a document, and the BCHA has suggested some changes. As a result, he feels that the BCHA is in a position where it could forego the RFP solicitation to other contractors and endorse the concept of the proposed contract subject to the terms and conditions being satisfied. One example of this is to avoid conflicts and confusion by omitting any inconsistent terms in the 2009 contract, so it would be up to staff and legal representatives to avoid conflicts. There is no need to completely create a new document; they could safely incorporate the earlier ones and reference the sections that had been omitted, understanding that the revised document would supersede any previous ones. His recommendation is to convey to ICS that they will endeavor to reach an agreement with the BCHA consistent with the terms that had been set forth subject to the changes that had been presented earlier today.

R. Strong added that there have been some significant changes that have been initiated by ICS that show their willingness to offer a program that is consistent with what the BCHA is asking for in terms of having more control over financing, term of the contract, and inspection impact. ICS did separate their non-profit and for-profit entities, and salaries were adjusted accordingly. Additionally, ICS added areas where they could improve on inspection and financing. With that, he met with R. Hallet and B. Fauske to go over the documents. R. Strong suggested going line by line through the document to provide a full understanding of the draft. One of the things that was changed was to get away from the old contract in which percentages were distributed in terms of budgetary purposes; now they will go with a strict budget that will need approval from the Authority. ICS will submit an annual budget for the BCHA to approve; if ICS wants to make changes to the budget, they have the right to come back and request it from the Authority. This will result in one reserve account that both ICS and BCHA could use to run the program. This is where the money would come from if they wanted to add additional staff, for example.

R. Aicher asked for clarification on what document they will be going through line by line. R. Hallet responded that it is not the document that reflects the suggested current changes, but the proposed changes will be noted.

R. Strong started going through the document starting with the first page of the actual contract that would be signed by the parties. The first one starts with the 2009 contract with some amendments attached. As J. Heugel stated, those terms would still be in place. If there are any discrepancies, the new document will take precedence over the old one. The agreement effective date is the next issue. Originally it had been extended for one year, but after discussions, this has been changed to a two-year extension. The contract would extend through 2013 under the existing contract, and this extension would start in 2014 and end in 2015. R. Gast added that this is for staff morale; a three-year extension gives the incentive and reassurance that employees will have job security. A one-year extension does not necessarily do that and does not send a positive message. R. Strong responded that the reason for initially going with a one-year extension was because of the uncertainties of how the changes will affect everything and how well they will play out. He added that he

would hate to be locked into a three-year extension only to find out in one year that it has not worked as planned.

He went on to discuss that in the event that ICS and the BCHA cannot agree upon an extension beyond 2015, there is language that lays out potential courses of action including the BCHA taking the program in-house or conducting an RFP.

He added that the 2009 contract is being incorporated, and the ACC contracts will change throughout time. He then referenced Paragraph #5 and the joint reserve fund that currently exists. At the end of this year, all of those will be put into one reserve fund to be under the control of BCHA. R. Strong stated that the joint reserve needs to be addressed in some form or another with language that determines what happens with the fund.

Sup. A. Nicholson then asked if that whole paragraph will be deleted. R. Strong responded that it would be placed with something else. Sup. A. Nicholson asked if the new paragraph would be resubmitted to the Authority for approval; R. Strong responded that they had hoped to get approval with the understanding that the discussed changes will be made at this meeting as they need to quickly determine whether or not to go through with an RFP.

R. Gast asked for clarification about the changes to Paragraph #5. He asked if the change would be that there will be one operating reserve, to which R. Strong responded yes. R. Strong explained the reason for this is that they will eliminate the percentage component. If ICS needs "X" percent, that's what they run on and any excess money will remain in the one reserve account. R. Gast then asked if currently there is more than one account; R. Strong responded that there is the joint reserve and the BCHA reserve; the one reserve fund will be used in the same way. R. Gast added that this is consistent with prior practice, and since the new plan is to be budget driven, a non-budget item would need approval from the Authority.

A. Hartman then clarified that both BCHA and ICS will have access to funds. R. Strong clarified that the BCHA makes the decisions in approving and awarding funds, but either entity may make a suggestion about appropriating said funds. Ultimately the BCHA has the authority over the funds in the reserve.

D. DeWitt clarified that there is also a separate reserve for the FSS program, which can only be used for the FSS Program and asked if it would function the same way. R. Strong affirmed it would.

R. Aicher asked about Item #2 that states this agreement is effective January 2014, so for the rest of 2013 they would operate under the 2013 agreement. R. Strong stated that they discussed a mid-year transition to the new agreement, but it proved to be logistically difficult. He added that there is no reason that some of the expectations and obligations cannot be implemented over the next 8-10 months. A. Hartman then clarified that they are not required to wait until 2014 to implement some of the new provisions, but they have the option to wait until 2014. R. Strong gave the example of having a meeting of the two boards – even though it is not part of the existing agreement, they may do so. He added that, similarly if they wanted to start looking at next year's budget and ways to improve services by hiring staff, they could start talking about that. This gives the flexibility from now until the end of the year to begin transitioning to the new agreement so that when January 1, 2014, arrives, the transition can be made smoothly, and the 2014 budget can be approved in fall of 2013. R. Gast added that instead of working on the 2013 budget, which they are already in

the middle of, to focus on getting to 2014. R. Aicher just wanted to make sure that there was a transition period in process rather than making the entire transition starting January 1, 2014.

R. Strong referenced Exhibit A on the Expectations page. ICS submitted discussion points on how to improve services to the clients, which was later made a part of the contract in the form of expectations. The first point is respectful service to the public, one point that ICS would like to work on. This is a type of action that can be worked on before January 2014. Another element is vigilance in combating fraud and abuse, a key ingredient in what they do with the program. R. Strong explained a suggested change to Item C1 regarding the two boards meeting regularly – this will be deleted from this section and the moved to the Obligation section. There are other items that they think would be beneficial and would get back to the Authority if they wished to implement them. R. Strong recommended Items C4 and C6 also become part of the obligations. J. Heugel stated that rather than delete Items #1, #4, and #6 from the Expectations section, they would be moved to Obligations.

He then moved on to the discussion of obligations. The first item is access to financial information and data, that ICS will make this information available upon request. R. Strong reminded everyone that one of the initial concerns was the viability of ICS as a total organization, and that since talks over the summer, ICS has split its two entities: the for-profit section and the non-profit section. R. Gast went on to explain that the two entities are legally separate and are working hard to make sure that they are financially separate. They are attempting to do a much more direct cost appropriation because there are staff members that work in both spheres. To the extent that there may be financial overlap in indirect cost allocation, that would be set out in the budget approval process. B. Fauske then added that they are making a real attempt to separate the two entities from each other.

R. Aicher asked if, in the event that the for-profit side ceases to be profitable, what effect if any that would have on the non-profit side. B. Fauske responded that there would be no effect as the two are completely separate entities. R. Strong added that there should be some language allowing BCHA to examine the for-profit side to see the viability of the program. J Heugel stated that they could work out a mechanism for this; the only concern is that some of the profit-loss items are not a problem. He referenced one example of being reluctant to give the BCHA a client list because it would then become public records and other items that could be a competitive disadvantage. R. Strong stated that if they see a trend that is not good for the for-profit side, that would be a time to get the two boards together to address this. R. Aicher then asked about when there is a joint board meeting – if they were going to be able to sit through the entire board meeting or just the non-profit section, or would this be a separate meeting. B. Fauske stated that he did not understand what the need to explore staffing issues on the for-profit side was when the non-profit side is a completely separate entity. J. Heugel stated that the question was asked if there can be a guarantee if the events taking place in the for-profit side would not affect the non-profit side, and the reality is that there is no way to know. His suggestion was to make a reasonable request for information deemed reasonable and necessary to assess the situation. He does not have a different way to define this more specifically, but that is what has been proposed. The best action is to make some caveat that trade secrets not be shared, that they be able to access this information if it becomes necessary or advised by either BCHA's or ICS' advisor. R. Gast stated that they could craft something that allows the transfer of reasonable and necessary information as long as there will be no transfer of information that affects ICS' competitive advantage. R. Gast added that they have no problem sharing the fundamental data, noting that this probably would not be done in a joint board meeting

because of the public requirement of the BCHA meeting. He added the bank that they deal with knows they cannot jeopardize the program, nor can they go after federal funds.

Sup. A. Nicholson asked if this still needed to be worked out. J. Heugel responded that the specific language needed to be altered so that the BCHA may have the assurance that it will be able to request whatever financial information it deems necessary and reasonable to adequately assess the financial stability of the ICS program. B. Fauske wanted to make sure that the only information transfer is that information that is relevant. R. Strong brought up the issue of shared rent between the non-profit and for-profit sectors that could potentially affect either sector; B. Fauske clarified that the non-profit and for-profit offices work out of separate physical offices that subsequently have different rents.

R. Strong then went on to discuss ICS staffing levels. He referenced Item 2C which would have required that ICS receive the same amount of money as the previous year as a minimum. R. Strong explained this isn't possible due to the uncertainty of federal funds that the BCHA will receive, so this item had been eliminated. Item #3 discusses the HCV Program staffing levels. The BCHA is asking for an organizational chart that explains the pay rate schedule, so as an Authority the BCHA will be able to determine if ICS has appropriate staffing levels. For example, if the BCHA determines that ICS needs another inspector, they would be able to do that. This would also set base salaries and maximum salaries for each position similar to what the City does. If ICS would want to exceed the pre-set rates, ICS would have to come to the Authority and request this. The organizational/pay rate chart will be provided with each budget each year. He added that they did agree that in an instance in which ICS and the BCHA cannot come to an agreement on adjustments to the organizational chart, ICS would be granted the same manpower of the structure that they were operating under in the previous year. He added that working together they would be able to fine-tune some staffing issues.

R. Strong moved on to Item #4, ICS staff compensation, which is the requirement that ICS provides the BCHA with the organizational chart including pay rates. He has not yet seen this because ICS is still finalizing it, but it needs to be included in the agreement.

R. Strong discussed the next item, software, and data ownership. ICS will train BCHA staff regarding how to make the payments to landlords, with BCHA staff performing the process once or twice a year to keep staff up-to-date on the practice. This is included so that in the event of an emergency, BCHA staff would be able to issue the checks as a backup plan. R. Aicher clarified that the BCHA owns the data but then asked who owns the software. D. DeWitt responded that ICS owns the software, and B. Fauske added that the software is licensed to ICS. R. Strong clarified that both ICS and the BCHA own a copy of the software. R. Hallet added that the Green Bay Housing Authority uses the same software, so the software is on the BCHA staff's computer system, and in the event that the BCHA data would need to be uploaded, it could. Additionally, BCHA staff can currently access data by logging in via remote access to the ICS system.

R. Strong referenced the expectation that the BCHA Board of Commissioners and ICS Board of Directors hold periodic joint board meetings. He clarified that this would be an obligation rather than an expectation. Item #6 would then state that they would have the authority to reasonably request the joint meetings. R. Gast added that the joint board meetings would likely be more frequent at the beginning of the new contract as this is a learning process for both sides. Once the systems are in place, the frequency of the joint

board meetings could likely decrease. B. Fauske added that the intention of this section is for the ICS and BCHA to really become partners.

R. Aicher clarified that there is agreement in principle; the only issues that need to be worked out are concerning language. R. Gast responded that ICS is happy with the agreement, adding that staff has done a very nice job. B. Fauske added that concerning levels of service, ICS has their core organizational chart and he would like to have continued discussions where ICS thinks they could improve fraud prevention, for example. These issues are not necessarily budgeted for annually, nor would they be full-time. These items are positions that could be included to improve service. He referenced the scanning as one such position. He added that he would like to continue discussion on the joint funds and work on how to improve the program.

R. Aicher opened up discussions to the Authority. Being none, R. Gast reinforced the emphasis on partnership under the new contract, particularly with the budget process. He added that the budget process allows both ICS and the BCHA the opportunity to work together and come up with ways to make the program more effective and efficient.

R. Aicher then expressed his appreciation for the time and effort put in by R. Strong, R. Hallet, and ICS to attempt to move forward. R. Gast added that in terms of process, he and J. Heugel can work through the marginal changes and make sure all are on the same page with regard to the pay range and organizational chart. He then asked if the final version should be brought back to the BCHA at the March 18, 2013, meeting. The Authority agreed that they need to move forward on this, either they do that or conduct an RFP, but first see a finalized version of the contract a minimum of one week in advance of the next meeting in order to make a decision.

A motion was made by Sup. A. Nicholson and seconded by T. Diedrick to approve the amended agreement with the changes, direct legal council to prepare this and bring back to the March 18, 2013, meeting of the Brown County Housing Authority, and to include the salary information prior to the next meeting. Motion carried.

## **REPORTS:**

### **2. Report on Housing Choice Voucher Rental Assistance Program**

#### **A. Preliminary Applications**

P. Leifker reported that there were 119 preliminary applications for January 2013.

#### **B. Unit Count**

P. Leifker reported that the unit count for January 2013 was 2,979.

#### **C. Housing Assistance Payments Expenses**

P. Leifker stated that the HAP expense for January 2013 was \$1,176,690.

#### **D. Housing Quality Standard Inspection Compliance, including summary of deficiencies**

M. Roberts reported that there were 371 inspections for January 2013. Of those, 58.76% passed the first inspection, 24.26% passed their reevaluation inspection, and 16.98% failed their inspection. Next he presented the report requested by Sup. A. Nicholson that breaks down the specific reasons for failed inspections. M. Roberts stated that he did a manual breakdown of the inspections that lists every failed item. There is another breakdown as to what some examples of each failed items are.

A. Hartman stated that these issues are very distressing because she has seen some of



the homes, they are not suitable for habitation, and does not understand how some continue to be able to participate in the program. M. Roberts stated that once they fail an inspection, they have the opportunity to remedy the issues and deficiencies and be re-inspected in a timely manner, generally within 30 days. A. Hartman asked if they do not pass the re-inspection, if the assistance is abated until the repairs are made. If the repairs are not made within 90 days, their administrative plan allows them to remove assistance from the property that did not meet inspection standards.

R. Strong added that ICS refers failures to the City Inspection office. M. Roberts added that after speaking with R. Hallet, the agreement is if there are homes that do not pass, and do not wish to participate in the Section 8 program because they do not want to make the repairs, M. Roberts will inform R. Hallet of the unit and landlord, and regardless of municipality, she will contact the appropriate agency and authority to address this. If there are cases in which M. Roberts feels there is a health or safety risk, again he will let R. Hallet know, and she will follow up with the appropriate authority. A. Hartman asked about instances in which the home has no smoke detector. M. Roberts responded that they would deem that "life threatening", and they would have 24 hours to fix the issue. M. Roberts stated that one of the biggest issues they have is with carbon monoxide detectors because it is a state law, and the program is a federal program. They encourage landlords to adhere to the state law but cannot enforce it because it is a federal program.

R. Strong added that the data is helpful for working with the landlords and work ahead of the curve to prevent these issues from happening in the future in an effort to see the failure rate drop. M. Roberts stated that some of the failure rates have started to drop due to procedural changes. They have also improved customer service aspects, specifically if a unit fails only for smoke detectors. The Inspector would return in a timely manner, perhaps even the same day, if the landlord quickly remedies the situation. Also he added that landlords are given a checklist and an envelope that specifically states to make sure that smoke detectors are working properly.

Ald. D. Boyce from District 7 asked if there is anything being done to address the issue of serial flighting, or renters that move from one dwelling to another and leave a trail of red tags along the way. D. Payne stated that if they move from one dwelling while on assistance to another unit in which they desire assistance, there are forms that need to be filled out by the previous landlord stating the tenant is in good standing in order to move forward. The tenant could potentially lose their assistance if they attempt to move and are not in good standing with their landlord. Ald. D. Boyce presented the possibility of a landlord issuing a good standing status in order to get that tenant out of the property. R. Hallet responded that that could happen, but what most likely happens is the landlord will tell ICS about the issue in an effort to collect their money. R. Aicher added that the tenants Ald. D. Boyce is referencing may not even be on assistance. R. Strong stated that perhaps they could come up with a way to track this issue; A. Hartman added that the landlord association may be able to do something or have more information. R. Aicher thanked Ald. D. Boyce for the question and noted that the BCHA will take the issue under advisement.

Sup. A. Nicholson thanked M. Roberts for providing the detailed report. R. Hallet asked if this report is something that the Authority would like to see every month. Sup. A. Nicholson said that this initial report puts the inspections in a proper frame and would not necessarily be required every month. A. Hartman asked if this had regularly been

tracked; M. Roberts responded that not to this extent due to the limitations of a tenant-based system, and the summary provided was done manually. He suggested running a spot check on this every four months, all were in agreement that this is a good suggestion.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
D. DeWitt reported that there were 284 port-outs with an associated HAP expense of \$216,559. She also reported that ICS overspent by \$15,224 in January 2013 and FSS was underspent by \$1,371. She added that port-ins were all VASH port-ins.
- F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)  
D. Payne reported that there were 91 FSS clients in January 2013, 34 of them had escrow, the savings account which has seen an increase, and there were no graduates, 2 new contracts, and 75 homeowners.
- G. VASH Reports (active VASH, new VASH)  
D. Payne reported that there were 19 VASH clients for January 2013.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations  
P. Leifker reported that there were 4 new investigations for January 2013, all of which were closed. Two new applications were processed, and both were approved.
- I. Reasons for Background Screening Denials  
P. Leifker stated that this was a new item requested at a previous meeting explaining why Langan denied an application that ICS approved. Two were identified as missed by ICS, and they went back to do some investigating to find out what happened. In the first incident, an item was added to CCAP after ICS had done the investigation, and in the second, the incident occurred after the background check was done.  
  
A. Hartman asked if CCAP had been updated, ICS would have caught the issue right away. P. Leifker said that they would have.  
  
R. Hallet asked since this was a special request, if the Authority would like this report regularly or if it was a one-time request. Sup. A. Nicholson stated that he would like this item required. R. Hallet then asked how much staff time is required to produce this report. P. Leifker responded that it would not be a problem to provide this on a regular basis as it does not take a significant amount of time.

#### **OLD BUSINESS:**

- 3. Discussion and possible action on request by ICS for use of joint reserves for Port Out fees

D. DeWitt explained how port-outs work. She stated that bringing a client onto the program is really no different than a client who stays in Brown County; the timeframe and investment are the same. The receiving PHA will issue the lease and contract instead of ICS; they will also determine the payment standards. Also, payment standards in metropolitan areas are higher than in Brown County; for example, a Brown County payment standard could be \$800, whereas in a metropolitan area it could be up to \$2,000. The ICS portability specialist receives all interims, moves, annuals, and termination changes from the receiving PHA. ICS currently receives approximately 50-75 of such changes per month, which can take from 15-30 minutes each to update in the Housing Pro system. Each month, invoices are sent to

ICS from the receiving PHA to review and ensure accuracy of the HAP administrative fee and utility reimbursement. There are currently 20 plus PHAs sending invoices to ICS monthly, and verifying this information can take 2-5 hours. She then explained the administrative fee formula, which is complex: ICS gets a "per unit" fee of \$47.12, but the portability cost is 80% of 80% as laid out by HUD. Therefore, on a monthly basis the receiving PHA gets sent \$30.16 from ICS, leaving ICS with \$16.96 to administer the portability payment, which doesn't cover the administrative expenses that are created during the steps explained above. She then referenced a graph showing trends in portability, which have significantly increased in the past couple of years.

In 2011-2012 there was an increase in portability due to the fact that the waiting list opened up. A. Hartman asked why people leave, and D. DeWitt responded that unfortunately they did not track the reasons. They are not asked to do so by HUD. R. Hallet added that a lot of times people relocate because of family. D. DeWitt then referenced the administrative expense associated with portability, which shows what ICS has paid out to other PHAs, pointing to 2012 which showed that \$70,000 of the administrative funds from ICS/BCHA has been sent to the receiving PHAs. The HAP expense is also associated with this; \$2 million of HAP expenses had gone elsewhere as well.

D. DeWitt stated that essentially what they are asking can be related back to January 2013 reports where ICS was overspent; a portion of that was the port-out administrative expense. She added that this isn't a typical budgeted item because it is not anything that ICS can control as evidenced by volume from 2006 to 2012. ICS is looking to the BCHA for guidance to not have this be a regular budgeted item and something that BCHA pays out of the joint reserves.

A. Hartman expressed her dissatisfaction with the fact that someone could receive HCV assistance in Brown County and shortly thereafter move elsewhere. D. DeWitt explained that ICS has brought this issue to HUD, and there are instances in which they can deny portability. However, if someone establishes residency in Brown County, they have to allow portability. R. Aicher asked what the administrative process for this is. M. Roberts added that they are also required to provide two current proofs of residence along with a photo ID that has the same address on it.

R. Aicher concluded that there is very little that the BCHA or ICS can do about this because it is a federal program. R. Strong stated that the issue is with the distribution of costs. R. Aicher asked if this item would be included in the budget submitted to the BCHA from ICS. R. Gast responded that this is a great example of a problem he would like to see the BCHA and ICS work together on. ICS could budget for port-out fees, but because of the uncertainty, they would potentially have to eliminate other positions. He added that he would like to see ICS work with the BCHA toward a solution. Sup. A. Nicholson asked if there was a way to find out why there are so many port-outs and why people move. R. Hallet responded that they could surmise why that's the case indicating that they have an open waiting list, whereas many other metropolitan areas do not. For example, she cited Chicago which is not accepting applications, and their waiting list is currently 10 years long. She added that someone who really needs a voucher could move to Brown County, establish residency, obtain a voucher, and then move back to where they were not able to get assistance initially, and that falls within the scope of the program legality. D. DeWitt added that ICS could pay for their assistance infinitely unless the new PHA decides to absorb that cost, which they haven't seen, and there is no incentive for the new PHA to do so. If the waiting list of the new PHA opens up, the receiving PHA would then be required to

absorb these voucher costs. Sup. A. Nicholson asked for clarification on the situation in Chicago to which R. Hallet responded that that is just one example from the country in which the PHA does not accept applications because their waiting list is closed due to lack of funding to issue vouchers. D. DeWitt added that PHAs have to balance the HAP funding with what HUD allows with the acceptable voucher unit count. R. Hallet added that this is not a situation unique to Brown County, and she had recently heard of instances like this in Door County.

B. Fauske stated that the requirement for multiple forms of ID is one way to mitigate the issue, but this is a challenging problem to address in budget form because it is difficult to plan for. R. Strong asked if they had a number right now that they are requesting, to which D. DeWitt replied a minimum of \$70,000, the amount that it was for 2012. Sup. A. Nicholson asked if they had budgeted for this in the past. D. DeWitt responded that they had not because it did not become a serious issue until 2011.

R. Aicher asked the Authority if they had a decision to move forward on this. He summarized that ICS is asking for up to \$70,000 from the joint reserves for the budget year 2013 to cover the port-out costs. Sup. A. Nicholson wants to find out the reasons for the port-outs because there has been a significant increase. R. Strong asked what ICS could prepare to address the reasons. Sup. A. Nicholson stated that before going to the reserve funds, he would like to see the reasons why this is happening. D. Payne stated that they are not allowed to ask clients why they are moving because it is an invasion of privacy, and if they qualify to be on housing assistance, they have the right to take their voucher and move elsewhere. In order to address this issue fully, a legislative change will be necessary. ICS can continue to ask questions on suspicious utility bills or bank statements. R. Strong asked if they would be able to figure out how long people were in the area before they ported-out.

R. Aicher stated that before the BCHA puts \$70,000 toward this, they'd get a better handle as to what is happening. He then asked if they would be able to ask why they are leaving and give clients the opportunity to voluntarily give the information. D. Payne responded that she did not know the legality of that and would have to further look into it. D. DeWitt added that this issue has been brought to HUD's attention, and ICS had been proactive in trying to prevent this from happening, but HUD has hindered that effort. A. Hartman added that they could track how long clients are staying in the area before they port-out.

R. Aicher suggested that staff come up with any information and data that could be tracked to further explain why there has been such a stark increase in the past couple of years and bring those suggestions back to the March 18, 2013, BCHA meeting.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to wait to make an action on this until staff comes back with any data that can be tracked. Motion carried.

#### **NEW BUSINESS:**

5. Review and approval of Resolution No. 13-02 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2012

P. Leifker stated that this is the system required by HUD to determine the rating for the Housing Choice Voucher program. Last year they scored 135/135; they are expecting a score of 130/135 this year, or 96%. Any score above 90% is considered a high performer. The reason for the slight decrease is a score of 15/20 on Indicator 13: Lease up: 98% of

vouchers/budget because they are currently waiting on final utilization. To receive a 20/20, they have to be at 98%; to receive 15/20, they have to be at 95%. ICS was confident that they would be above 95%, so anticipate that score for this particular indicator.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve Resolution No. 13-02 and place on file. Motion carried.

7. Review and possible approval of the BCHA budget for the 2013 calendar year

R. Aicher stated that they had looked at the budget at the January 21, 2013, meeting. R. Hallet added that since that meeting she had not heard from any of the commissioners, and as such no changes have been made.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the BCHA budget for the 2013 calendar year. Motion carried.

**INFORMATIONAL:**

8. Update regarding Cardinal Capital's request for 120% FMR for Veterans Manor – Green Bay

R. Hallet reminded the BCHA that at the January 21, 2013, BCHA meeting they had agreed to grant Cardinal Capital's request for 120% FMR for Veterans Manor in Green Bay at their assurance that HUD Milwaukee would approve this. She contacted HUD Milwaukee to find out what documentation they needed to make the request, and they responded that such a request is not permissible. She clarified that approval beyond 120% cannot be made neither for PBV nor for specific properties; instead it would have to be done across the board to all properties in a particular area (if that area met certain requirements), and that would have significant implications for the program. She added that she let Cardinal Capital know about the situation, and they are looking into it and will get back to the BCHA. Now, Cardinal Capital needs to determine if this is feasible and how they wish to proceed.

9. Update regarding General Capital's tax credit application for Larsen Green property

R. Strong informed the Authority that General Capital had asked to hold off and go into a very competitive program application. Since then, Larsen Green has received two other offers; as a result General Capital removed their applications because of the many conditions on their application, realizing that this would probably not move forward. They are still in communication and may look at other properties in the future.

11. Update regarding ICS scanning personnel

D. DeWitt reported that they brought the previous scanning temporary employee back who has since determined that the work is too tedious and left. She added that they have since brought on someone who will be doing a 90-day period working with Workforce Development. She added that Workforce Development will pay 50% of her wages if ICS pays 50% during the 90-day period.

**BILLS:**

None

**FINANCIAL REPORT:**

None

**STAFF REPORT:**

R. Hallet reported on the status of the Senior Accountant stating that they have received applications and have reviewed the ones that have come in. She added they will hopefully begin interviews within the next couple of weeks.

R. Aicher asked if there was any information regarding a replacement commissioner for D. Hallet. R. Hallet reported that the County Executive selected Corday Goddard, Assistant Dean of Student Development at St. Norbert College. He will be appointed later this week.

R. Aicher thanked everyone for their participation.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to adjourn. Motion carried.

Meeting adjourned at 5:02 p.m.

Mmr:rah:ejns

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, November 7, 2012**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Michael Malcheski	<u>X</u>
James Botz	<u>X</u>	Ken Pabich	<u>X</u>
William Clancy	<u>X</u>	Gary Pahl	<u>X</u>
Norbert Dantinne, Jr.	<u>X</u>	Scott Puyleart	<u>X</u>
Ron DeGrand	<u>X</u>	Dan Robinson	<u>Exc</u>
Bernie Erickson	<u>X</u>	Alan Swatloski	<u>Abs</u>
Adam Gauthier	<u>Exc</u>	Ray Tauscher	<u>X</u>
Steve Grenier	<u>X</u>	Mark Tumpach	<u>X</u>
Phil Hilgenberg	<u>X</u>	Jerry Vandersteen	<u>Abs</u>
Dotty Juengst	<u>X</u>	Tim VandeWettering	<u>X</u>
Pat Kolarik	<u>Exc</u>	Dave Wiese	<u>Abs</u>
Jack Lewis	<u>Exc</u>	Reed Woodward	<u>X</u>

**OTHERS PRESENT:** Chuck Lamine, Cole Runge, and Lori Williams.

N. Dantinne called the meeting to order at 6:30 p.m.

1. Approval of the minutes of the October 3, 2012, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by B. Erickson, seconded by G. Pahl, to approve the minutes as presented. Motion carried unanimously.

2. Discussion and action concerning the 2013 Green Bay Metropolitan Planning Organization (MPO) Transportation Planning Work Program.

C. Runge said that the 2013 Green Bay MPO Transportation Planning Work Program was presented to the transportation advisory committee as well as to staff from the Wisconsin Department of Transportation and Federal Highway Administration. The comments that were received were incorporated into the work program.

B. Erickson asked if the work program included anything about our area becoming a Transportation Management Area because our urbanized area population exceeds 200,000.

C. Runge replied not directly. However, over the next year or two we will have to start incorporating this into our work program.

B. Erickson asked C. Runge if he could keep either this board or the Planning, Development, and Transportation Committee informed on this issue.

C. Runge replied yes.

A motion was made by S. Grenier, seconded by K. Pabich, to approve the 2013 Green Bay Metropolitan Planning Organization (MPO) Transportation Planning Work Program. Motion carried unanimously.

3. Brown County Planning Commission staff updates on work activities during the month of October 2012.

G. Pahl asked about the following item that was listed in P. Schlein's activities:

- Town of Wrightstown ESA Plan Correction to update floodway setback lines in order to allow fill and a structure that was inappropriately placed on a property to fit. The house was still placed in the wrong location with fill after markers identifying the ESA boundary were removed by an unknown source. A second amendment to resolve the new problem has been developed and will appear in the fourth quarter report. The new amendment includes the addition of a rain garden system to address storm water before it enters the floodway and possibly the inclusion of a geothermal system within an ESA setback.

C. Lamine replied that this administrative review is informational only. The review was able to be performed by staff and did not require approval by the board as this was one of the changes made to the Brown County Sewage Plan last year.

M. Tumpach asked for an update regarding the following two items that were listed in C. Lamine's staff activity report:

- Prepared for and participated in a meeting with representatives of UWGB and Brown County to discuss partnerships for and the physical characteristics of a research/technology park at the Brown County Farm property.
- Prepared for and participated in a meeting with representatives of the City of Green Bay Planning and Public Works Department to discuss partnerships for and the physical characteristics of a research/technology park and a Veterans Housing project at the Brown County Farm property.

C. Lamine said that they have had discussions with the Chancellor and staff at UW-Green Bay and they remain interested in the idea of a research and technology park at the Brown County Farm property. We have contracted to have a wetlands delineation done on the property.

C. Lamine stated that a more immediate project is a Veterans Housing development that would be located immediately to the north of the old Mental Health Center (MHC) building. If this project develops, the goal would be to use the revenue from this project toward the demolition of the old MHC. There is a potential that a Tax Increment District could be created that would enable funds for the development of the research and technology park.

D. Juengst asked if the Veterans Housing project is accomplished, what the timeline would be for demolition of the old MHC building.

C. Lamine replied that a timeline has not been established as we do not have an offer to purchase in hand yet. We are anxious to move forward with the demolition; however, it will take more than the increment from just this one development to accomplish the demolition.



A motion was made by K. Pabich, seconded by R. Tauscher, to receive and place on file the staff updates. Motion carried unanimously.

***(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)***

4. Other matters.

C. Lamine announced that the Brown County Board of Supervisors approved the 2013 Planning and Land Services Department budget as submitted. C. Lamine thanked the County Board members for their support.

5. Adjourn.

A motion was made by G. Pahl, seconded by R. DeGrand, to adjourn. Motion carried unanimously. The meeting adjourned at 6:43 p.m.

:lsw

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
November 7, 2012**

**October 2012 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Met with the Port and Solid Waste Director and Wisconsin Economic Development Corporation (WEDC) regarding a statewide port planning process.
- Prepared for and participated in an EIS Lead Agencies meeting with the Brown County Principal Transportation Planner and representatives of WisDOT and FHWA.
- Prepared for and participated in a meeting with representatives of UWGB and Brown County to discuss partnerships for and the physical characteristics of a research/technology park at the Brown County Farm property.
- Prepared for and participated in a meeting with representatives of the City of Green Bay Planning and Public Works Department to discuss partnerships for and the physical characteristics of a research/technology park and a Veterans Housing project at the Brown County Farm property.
- Worked with the Planner I Transportation/GIS on creating maps and 3D renderings for future development opportunities at Austin Straubel International Airport. Maps and renderings were presented to the Brown County Executive's Airport Economic Development Committee on October 23 for two properties owned by Brown County located slightly north of STH 172, near the airport.
- Researched and presented information regarding the potential for use of Tax Increment Financing for economic development activities on Airport property to the Brown County Executive's Airport Economic Development Committee on October 23.
- Attended the October 17 Brown County Board meeting to address agenda items for the Planning and Land Services Department and more specifically for the STH 29 and CTH EA environmental assessment.
- Served on the Village of Suamico Tax Increment Finance Review Board.
- Completed contracts for legal services for the Brown County Economic Development Revolving Loan Fund program.
- Prepared a scope of service for completion of the Brown County Facility Master Plan and presented it to the Brown County Facility Master Plan Subcommittee on October 18.
- Completed two site visits for development of a veterans housing project on the County Farm property with representatives of Cardinal Management Group and the Center for Veterans Issues.
- Presented the Planning and Land Services Department budget to the Planning, Development, and Transportation Committee.
- Attended the Brown County Executive Committee meeting to provide information regarding two new positions proposed for the Planning and Land Services Department.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Prepared information for a discussion about WisDOT's State Highway 29/County Highway EA Extension Study at a Brown County Board Planning, Development, and Transportation Committee meeting. Also presented the information to the committee and public and

answered questions. Following the committee meeting and a Brown County Board meeting, I prepared information to send to the Village of Bellevue at the request of Bellevue staff.

- Organized a meeting at Dickinson Elementary School in De Pere with the De Pere School District Superintendent and representatives of the city to discuss concerns about traffic in front of the school. Also participated in the meeting and developed a proposal to calm traffic and improve student safety at and near the school.
- Met with the Brown County Port Director, Brown County Planning Director, and a representative of the Wisconsin Economic Development Corporation (WEDC) to discuss the possible development of a statewide port viability study. Also researched grant programs that might be able to fund the study and sent the findings to the Port Director and WEDC representative.
- Developed the MPO's report and reimbursement request to WisDOT for the third quarter of 2012. Also developed a third quarter expense report for the transportation program at the request of the Brown County Department of Administration.
- Prepared for and participated in an MPO Transportation Planning Work Program review teleconference with representatives of WisDOT and the Federal Highway Administration (FHWA).
- Prepared for and participated in an EIS Lead Agencies meeting with the Brown County Planning Director and representatives of WisDOT and FHWA.
- Completed a Title VI Review of Sub-Recipients Survey at the request of WisDOT.
- Prepared for and participated in a teleconference with WisDOT to discuss defining an adjusted urbanized area boundary for the area.
- Participated in a meeting with representatives of UWGB and Brown County to discuss partnerships for and the physical characteristics of a research/technology park at the Brown County Farm property.
- Responded to interview questions from a planning student about my experience as a planner.
- Prepared for and participated in the MPO/RPC/WisDOT/FHWA annual conference.

**The recent major planning activities of Aaron Schuette, Principal Planner:**

- Prepared and submitted a \$1 million Community Development Block Grant (CDBG)-Housing grant application for the 10-county Northeastern Wisconsin CDBG-Housing Consortium to the Wisconsin Department of Administration.
- Participated in a conference call with other CDBG-Housing consortium lead counties regarding timelines and milestones on October 22.
- Worked with the GIS/Transportation Planner to complete a Wisconsin Coastal Management grant application for the 2013 budget year.
- Printed out two sets of Shoreland Zone / Environmentally Sensitive Area maps for each Brown County town as part of the 2011 Wisconsin Coastal Management Grant.
- Completed revisions to the Environmentally Sensitive Area and Shoreland Zoning report and pamphlet.
- Continued to work with the PALS Director on development of the former Brown County Farm property.
- Attended and presented at the Eaton Open House Meeting for the Eaton Comprehensive Plan Update at the Eaton Town Hall on the evening of October 24.
- Prepared and submitted the Historic Preservation report to the U.S. Department of Energy for the Energy Efficiency and Conservation Block Grant.
- Prepared and submitted the Davis-Bacon and Related Acts wage compliance report to the U.S. Department of Energy for the Energy Efficiency and Conservation Block Grant.

- Met with the Green Bay Metropolitan Sewerage District Sustainability Coordinator on October 12 to provide background on BCPC staff and projects.
- Attended a meeting with UWGB staff and Brown County staff on October 18 regarding the potential development of a technology and research park on the former County Farm property.
- Attended a Fox-Wisconsin Heritage Parkway Board meeting in Oshkosh on October 18, representing Brown County.
- Met with the City of Green Bay on October 29 regarding potential development of the former County Farm property.
- Reviewed the Pulaski Sign Ordinance and identified potential issues that will need to be addressed in the update.
- Assisted the Town of Holland regarding the application process and required background information for a potential CDBG-Public Facilities grant application through the Wisconsin Economic Development Corporation.
- Coordinated with AECOM, WDNR, and EPA regarding additional testing on the former Karcz property in downtown Pulaski.
- Completed and submitted the 2012 Federal Financial Report for the EPA Brownfield Grant to the U.S. EPA.
- At the request of the Neville Museum Director, researched and provided population data for inclusion in a grant application.
- Assisted 41 members of the public or local units of government with specific planning, land division, or zoning related questions during October.

**The recent major planning activities of Peter Schlein, Senior Planner:**

- Began review of 10 new certified survey maps (CSMs). Completed review of 13 CSMs.
- Completed review of one plat pre-submittal consultation.
- Responded to two private Water Quality Letter requests.
- Began or completed two environmentally sensitive area (ESA) amendments.
- Review of smaller ESA related issues and inquiries to develop solutions for the following communities: Town of Holland, Town of Ledgeview, Town of Pittsfield, Town of Wrightstown, Village of Bellevue, among other smaller projects.
- Town of Wrightstown ESA Plan Correction to update floodway setback lines in order to allow fill and a structure that was inappropriately placed on a property to fit. The house was still placed in the wrong location with fill after markers identifying the ESA boundary were removed by an unknown source. A second amendment to resolve the new problem has been developed and will appear in the fourth quarter report. The new amendment includes the addition of a rain garden system to address storm water before it enters the floodway and possibly the inclusion of a geothermal system within an ESA setback.
- A Village of Denmark ESA where the United Cooperative industrial site included the addition of a silo near a wetland and a gas tank near a waterway setback. The development was in the process of being approved with permits from both the WDNR and ACOE. In order to address requirements of the Brown County Sewage Plan, an onsite wetland mitigation and waterway setback enhancement project was proposed to address the lost ESA. This project is part of a staff-only approval process that was approved by the BCPC Board of Directors in 2011. The staff approval review must be reported to the BCPC Board of Directors. This summary is the method used to report a brief summary of the approval. Details regarding the project approval can be obtained directly from Peter Schlein.
- Review of smaller sewer service area (SSA) related issues and inquiries to develop solutions for smaller projects.

- Attended a climate change conference at St. Norbert's College on October 16 and October 17.
- Coordinated an RFP and site review of wetlands by a private consultant for the Brown County Farm property on October 6, October 7, and October 11.
- Completed the development of a five chapter draft update to the Brown County All-Hazard Mitigation Plan. Comments were returned from the State and a small handful of revisions are being made before the project is forwarded to FEMA. With the revisions being made, the likelihood of approval is significantly increased.
- Continued the organization and development of an update to the Sewer Service Area portion of the Brown County Sewage Plan. This is a major project and a significant amount of work is underway as a specific amount of grant funding must be spent during the remainder of calendar year 2012.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

**The recent major planning activities of Lisa Conard, Transportation Planner I:**

- Submitted final 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area to WisDOT, FHWA, and FTA for review and approval.
- Wrote a staff report and presented it to the Green Bay Transit Commission regarding the preparations for the 2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System. The TDP is scheduled to be prepared as part of the MPO work program in 2013.
- Began writing the goals and objectives for the TDP.
- Prepared a written MPO staff response to the Draft Green Bay Metro System Management Performance Review document prepared by SRF Consultants on behalf of WisDOT.
- Viewed a webinar entitled "Overview of MAP-21 – Transportation Alternatives Program (TAP), including TAP funding structure, eligible activities, and the optional Recreations Trails and Safe Routes to School Programs."
- Completed an Efficiency Report Form at the request of the Planning Director regarding cost savings for a project to be done in-house in lieu of a consultant.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the October 17 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.
- Participated in the Green Bay Transit Commission meeting on October 17.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued training and rebuilding of GIS applications following the data migration from the old system to the new one.

- Continued working with Information Services to get computers upgraded in PALS and other departments needing GIS access.
- Began changing the land records AS/400 to GIS script to utilize the new v3 server.
- Attended the Planning, Development, and Transportation Committee budget meeting.
- Built a new GIS data replication model to enable GIS map data to be more accessible to external users and the public.
- Reset the private onsite wastewater treatment systems and shoreland permits GIS layers and editing rights.
- Updated the GIS web application (GeoPrime) to utilize the new v3 database.
- Provided assistance verifying the location of cell towers for the Public Safety and Communications Department.
- Rebuilt the floodplain LOMA/LOMR mapping program and tested it.
- Modified the chemical storage web map for Emergency Management.
- Provided GIS data and other services to Coldwell Bankers, Stantec, SAA Design Group, Mi-Tech, Omnni Inc., Environmental Protection Agency, WI Department of Revenue, Town of Scott, Village of Bellevue, Village of Hobart, Town of Pittsfield, Town of Humboldt, Town of Eaton, Town of Green Bay, UW-Extension, Manitowoc County, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended a President's Council meeting in Wisconsin Dells as part of my Land Information Officer Network (LION) duties.
- Participated in a conference call with the Public Service Commission to discuss parcel and address mapping for use in Broadband.
- Attended the Wisconsin Association for Floodplain, Stormwater, and Coastal Management conference in Madison.
- Attended and presented at the Wisconsin Land Information Association (WLIA) conference in Appleton.
- Helped collect statewide parcel data to integrate into a statewide parcel GIS map layer as part of a LION/WLIA initiative.
- Attended the Esri User Group conference in Appleton.
- Attended staff meetings as needed.

**The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):**

- Assigned addresses as requested.
- Assisted Green Bay Metro with updating the Route Guide.
- Created 3D renderings for the CTH EA/STH 29 project. Renderings were created for both alternatives 2 and 4B to show the future impacts that each alternative would have on abutting properties.
- Worked with the Planning Director on creating maps and 3D renderings for future development opportunities at Austin Straubel International Airport. Maps and renderings were created for two properties owned by Brown County located slightly north of STH 172, near the airport.
- Assisted the Principal Planner with the creation and completion of the 2013 Wisconsin Coastal Management Program grant application.
- Began updating the Brown County Bicycle Map.
  - Updated the Bicycle Facilities layer in GIS.
  - Began redesigning the map layout including the informational text on the "non-map" panels.
- Updated pages of the TIP based on FHWA review and recommendations.

- Assessed CTH D/Lost Dauphin Road for inclusion of bike lanes or paved shoulders by driving the road and measuring current shoulder and gravel shoulders in multiple locations.
- Participated in the regular staff meetings held every other Thursday morning.
- Attended the WLIA Conference on October 23.
- Attended the Esri User Group conference on October 25 and October 26.

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, March 6, 2013**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>x</u>	Michael Malcheski	<u>Exc</u>
James Botz	<u>Exc</u>	Ken Pabich	<u>Exc</u>
William Clancy	<u>x</u>	Gary Pahl	<u>x</u>
Norbert Dantine, Jr.	<u>x</u>	Scott Puyleart	<u>x</u>
Ron DeGrand	<u>x</u>	Dan Robinson	<u>x</u>
Bernie Erickson	<u>x</u>	Ray Tauscher	<u>Exc</u>
Steve Gander	<u>x</u>	Mark Tumpach	<u>x</u>
Adam Gauthier	<u>x</u>	Steve VandenAvond	<u>x</u>
Steve Grenier	<u>x</u>	Jerry Vandersteen	<u>x</u>
Phil Hilgenberg	<u>x</u>	Tim VandeWettering	<u>x</u>
Dotty Juengst	<u>Exc</u>	Dave Wiese	<u>x</u>
Jack Lewis	<u>x</u>	Reed Woodward	<u>x</u>

**OTHERS PRESENT:** Lisa J. Conard, Chuck Lamine, Bob Mottl, Cole Runge, Peter Schlein, Aaron Schuette, and John Trester.

N. Dantine called the meeting to order at 6:30 p.m.

1. Approval of the minutes of the November 7, 2012, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by G. Pahl, to approve the minutes of the November 7, 2012, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Received and place on file the draft minutes from the February 25, 2013, meeting of the Transportation Subcommittee.

A motion was made by G. Pahl, seconded by R. DeGrand to receive and place on file the draft minutes from the February 25, 2013, meeting of the Transportation Subcommittee. Motion carried.

3. Introduction of Steve VandenAvond, appointed by the Village of Allouez, to the Brown County Planning Commission Board of Directors.

C. Lamine introduced Mr. Steve VandenAvond and Mr. Steve Gander and welcomed them to the Brown County Planning Commission Board of Directors.



4. Election of officers to the Brown County Planning Commission Board of Directors.

a. President.

A motion was made by B. Erickson to nominate N. Dantinne for President.

A motion was made by B. Clancy, seconded by J. Lewis, to close the nominations. Motion carried unanimously.

N. Dantinne was elected President.

b. Vice President.

A motion was made by P. Blindauer to nominate S. Greiner for Vice President.

A motion was made by J. Lewis, seconded by G. Pahl, to close the nominations. Motion carried unanimously.

S. Greiner was elected Vice President.

c. Reappointment of the Planning Director as the Secretary-Treasurer of the Brown County Planning Commission Board of Directors.

A motion was made by S. Greiner, seconded by B. Erickson, to reappoint the Planning Director as the Secretary-Treasurer. Motion carried unanimously.

5. **Public Hearing:** Notice of public hearing regarding Major Amendment #1 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

N. Dantinne turned the public hearing over to L. Conard.

L. Conard opened the public hearing for Major Amendment #1 to the *2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and the *Green Bay Metro 2013 Program of Projects*.

L. Conard stated that the Wisconsin Department of Transportation requested an amendment to the current TIP. The project proposed to be added to the TIP requires a major amendment. A 15-day public review and comment period and a public hearing are required. L. Conard provided project detail as follows:

**Major Amendment #1 to the  
2013-2017 Transportation Improvement Program  
for the Green Bay Urbanized Area  
by the Brown County Planning Commission**

Project Sponsor	Project Description	September 2013 – September 2014			
		Federal	State	Local	Total
WisDOT	<b>STH 54 (Mason Street)</b> Mason Street Bridge/Tilleman Bridge Feasibility Study  The Wisconsin Department of Transportation (WisDOT) plans to hire a consultant to conduct a study to determine the useful life of the facility and to calculate reconstruction costs if necessary. The project termini are approximately Ashland Avenue and Monroe Avenue  State ID: 9210-15-00 158-13-020      0.97 miles      P				
		\$440,000	\$110,000	0	\$550,000

\* The project is fiscally constrained and, if approved, will be added to the TIP fiscal constraint demonstration document.

L. Conard stated that one person has registered to speak at the public hearing.

John Trester, 2030 Jourdain Lane, Allouez. Mr. Trester stated that he rides his bicycle across the Mason Street Bridge every day. The bicycle and pedestrian accommodations are limited and do not function well. The sidewalk is not properly cleared of snow and ice and the storm grates are in poor condition and there is notable deterioration of the concrete. In addition, the vehicular traffic flows like it is a "60-mph" facility, even though it is posted at 35 mph.

This bridge is the only pedestrian/bicycle crossing between the Walnut Street Bridge in Green Bay and the Claude Allouez Bridge in De Pere.

Mr. Trester encouraged WisDOT to extend the project termini to Webster Avenue and Oneida Street. Mr. Trester noted that the new Claude Allouez Bridge is a good example of how to properly accommodate pedestrians and bicyclists.

L. Conard stated that comments received during the public participation process would be forwarded to WisDOT.

L. Conard asked three times if anyone wished to speak. Hearing no additional requests to speak, the public hearing was closed. L. Conard informed the commission that the requirements for public participation have been fulfilled.

6. Discussion and action regarding Major Amendment #1 to the 2013-2017 TIP for the Green Bay Urbanized Area.

B. Erickson asked how old the bridge is.

L. Conard stated it was built in 1973 and has been rehabilitated a number of times. The study will determine if the bridge and approaches should be rehabilitated or rebuilt.

R. Woodward asked if the facility was recommended for reconstruction, would bicycle and pedestrian accommodations be incorporated.

L. Conard stated yes. With the use of federal and/or state dollars, the project would need to be consistent with the Complete Streets law.

G. Pahl asked if the bridge would be widened.

L. Conard stated that this would be determined as part of the study.

B. Erickson stated that he does not think it is possible to accommodate bicycles and pedestrian with the number of on and off ramps that currently exist on the facility.

L. Conard stated that the current pedestrian and bicycle facilities are limited to a single sidewalk on the north side of the bridge from Jefferson Street to Broadway.

Currently, bicyclists are required to ride on the sidewalk, which is not ideal. It is preferred (based on Federal Highway Administration bicycle and pedestrian guidelines) to have a segregated bicycle lane on the road.

A. Gauthier asked about cost.

L. Conard stated that if a new facility is recommended, WisDOT planning staff has indicated that they would request funding under the High Cost Bridge Program. Preliminary estimates are in the \$50-\$80 million dollar range.

D. Robinson asked if WisDOT would be willing to look beyond the scope of Ashland and Monroe.

L. Conard stated that under a rebuild, the WisDOT process for public involvement would be extensive and considerations would be given to the surrounding area. The city, county, business groups, neighborhood associations, school district, etc. would be brought into the planning and design process.

S. Grenier stated that WisDOT's jurisdiction ends at the Monroe ramps as the STH 54 designation goes north onto Monroe Avenue.

Paul Blindauer asked about the condition of the lift span.

S. Grenier stated that the feasibility study will address this. In addition, the lift is inspected by WisDOT on a biannual basis.

L. Conard stated that in addition to the study and as a separate TIP project, WisDOT plans to upgrade the electrical system, replace the lift span gates, and add cameras to the facility in 2013.

S. Grenier stated that the replacement of light poles will occur this summer as well.

G. Pahl asked if the bridge had problems opening and closing.

S. Grenier stated no. The Nitschke Bridge (Main Street) was recently repaired to correct this problem.

L. Conard stated that the Transportation Subcommittee (Technical Advisory Committee) of the Brown County Planning Commission Board of Directors has reviewed the amendment and has made a recommendation for approval.

A motion was made by G. Pahl, seconded by A. Gauthier, to approve the major amendment to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

7. Discussion and action regarding the Village of Howard's application for Turning Brown County Green Brownfield Assessment funds.

A. Schuette stated that the Village of Howard has submitted an application for funds through the Turning Brown County Green Brownfield Assessment Grant Program to perform additional environmental site assessments on a parcel planned for redevelopment. Approximately \$50,000 of the initial \$400,000 remains in the fund. The subject property includes the now village-owned building at 2014 Glendale Avenue in the Village of Howard. The subject property was historically used for the recycling of vehicle engine cores and the building is now vacant.

The Village of Howard is actively considering redeveloping the site for a mixed-use residential and commercial development.

The additional environmental site assessment is a necessary step prior to preparing the site for non-industrial development.

Should the BCPC Board of Directors approve the proposed funding, Brown County's consultant for the brownfield funds, AECOM, will submit to the EPA and WDNR a site-specific eligibility determination request to ensure the site meets program requirements.

P. Blindauer asked Mr. Bob Mottl (AECOM) if there was a tank on-site as it relates to the opportunity to seek other/additional sources of funding.

B. Mottl replied that they do not believe so.

Discussion occurred regarding former uses of the site. It was believed to have been a sauerkraut and pickle factory.

A motion was made by D. Wiese, seconded by R. DeGrand, to approve the Village of Howard's application for Turning Brown County Green Brownfield Assessment funds. Motion carried.

8. Discussion and action regarding proposed 2010 Adjusted Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary.

C. Runge stated that MPO staff has worked with representatives of the Wisconsin Department of Transportation's Northeast Region Office and Central Office to develop proposals for a 2010 Adjusted Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary. The Transportation Subcommittee (Technical Advisory Committee) has recommended approval.

2010 Adjusted Urbanized Area Boundary. This boundary includes the US Census Bureau's newly defined urban area and land adjacent to this area that is included to produce a "smooth" boundary. The inclusion of these adjacent areas is what creates the *Adjusted Urbanized Area Boundary*.

C. Runge summarized areas that have been added:

1. An area in Oconto County along US 41 which was identified by the Census Bureau as part of the urban area and cannot be changed.
2. Areas in the villages of Howard and Hobart were added to reflect the STH 29 freeway conversion project and the Centennial Centre development in Hobart.
3. An area in the town of Lawrence to include a subdivision that was identified as urban by the Census Bureau.
4. The area south to Old Martin Road in the town of Rockland to reflect existing and planned urbanization in this area.
5. The I-43/CTH MM interchange area in Ledgeview to reflect plans for a business park at this location and the planned extension of STH 29 to Cottage Road.
6. An area following CTH A to the northeast which was identified by the Census Bureau as part of the urban area and cannot be changed.

2045 Metropolitan Planning Area Boundary. A 2045 boundary is being identified to be consistent with the future year component of WisDOT's transportation demand model.

(Note: The Adjusted Urbanized Area Boundary and Metropolitan Planning Area Boundary appear on the planning department's webpage. Go to <http://www.co.brown.wi.us/> and click on departments, planning, transportation, and scroll down to Transportation Planning Work Program for the Green Bay MPO)

A motion was made by B. Erickson, seconded by D. Wiese, to approve the Adjusted 2010 Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary. Motion carried.

9. Discussion regarding the Brown County Shoreland Zone and Environmentally Sensitive Area Best Practices Report.

A. Schuette provided an overview of the project via PowerPoint presentation.

A. Schuette stated that the PD&T Committee requested increased public information about shoreland zoning and that the BCPC staff saw an opportunity to also increase public awareness about revised ESA standards.

Staff applied for and received a competitive \$30,000 Wisconsin Coastal Management Grant to help offset the cost of the project

The report:

1. Provides background on legal underpinnings of shoreland zoning and ESAs.
2. Informs the reader about why protecting ESAs is required.
3. Summarized proposed new state shoreland regulations.
4. Includes best practices summary and sample developments.

Commission member P. Hilgenberg expressed appreciation for the report.

10. Brown County Sewage Plan update timeline.

P. Schleinz provided an overview via PowerPoint.

Brown County received a \$10,000 water quality grant to offset the cost of the project. The project began in early 2013 and is projected to be completed in the fall of 2013.

The following will be addressed in the plan:

**Sewer Service Areas**

- Improved criteria for topics the plan covers.
- Develop understandable format for expanding SSA acreage.
- Work with municipalities to establish expanded SSA upfront to minimize amendments later.
- Synchronize SSA and ESA amendment procedures.

**Environmentally Sensitive Areas**

- New ESA requirements were updated using a committee of the BCPC Board in 2011.
- Changes were approved by the WDNR in 2011.
- Changes were implemented in the Brown County Land Division and Subdivision Ordinance and some local ordinances.

P. Blindauer asked if local smart growth plans will be incorporated into the process.

P. Schleinz stated that they would.

A motion was made by B. Clancy, seconded by D. Robinson, to receive and place on file. Motion carried.

11. Brown County Comprehensive Plan update timeline.

A. Schuette reminded the commission that the county is approaching its 10-year anniversary of the adoption of the comprehensive plan and that Wisconsin statutes require an update every ten years.

The process to update the comprehensive plan will begin this year with an anticipated adoption by the Brown County Board of Supervisors in late 2014.

D. Robinson stated that the De Pere plan update included a bicycle and pedestrian chapter.

A motion was made by A. Gauthier, seconded by R. DeGrand, to receive and place on file. Motion carried.

12. Update regarding Brown County Farm property.

C. Lamine stated that 8 of the approximately 175 developable acres have been sold to the Cardinal Capital group for a veterans housing project. If the WEDA tax credits are approved, the sale will be completed.

C. Lamine stated that staff is very close to completing the feasibility analysis for the balance of the county farm property.

13. Director's report.

- a. Letters of appointment to the Brown County Planning Commission Board of Directors.

C. Lamine thanked G. Pahl and J. Vandersteen for serving on the commission.

14. Brown County Planning Commission staff updates on work activities during the months of November 2012, December 2012, January 2013, and February 2013.

A. Gauthier asked P. Schlein for clarification about a village of Bellevue ESA amendment to redefine a floodway boundary and restore a waterway.

P. Schlein stated a change in ownership delayed the project from becoming final until recently.

D. Robinson asked for a copy of the Green Saturday report (Green Bay Metro's free ride Saturday program) from L. Conard.

L. Conard stated the report is posted on the Brown County Planning Commission website and that she would send D. Robinson the link.

A motion was made by B. Erickson, seconded by G. Pahl, to receive and place on file the Brown County Planning Commission staff updates on work activities during the months of November 2012, December 2012, January 2013, and February 2013. Motion carried.

15. Other matters.

None.

16. Adjourn.

A motion was made by J. Vandersteen seconded by G. Pahl, to adjourn. Motion carried. The meeting adjourned at 7:45 p.m.